OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Windham Southwest Supervisory Union

READSBORO SCHOOL DISTRICT

INVITATION TO BID SCHOOL BUS TRANSPORTATION

SECTION - I

The Windham Southwest Supervisory Union, by its Governing Board (hereinafter called the "WSWSU"), invite bids from responsible parties to provide student transportation for:

Readsboro School District

as designated by the WSWSU. The WSWSU reserves the right to reject any or all bids as they deem to be In the best interests of the School.

School will begin during the last week of August, 2027 . An updated calendar will be provided by August 1, 2027 . Please note some school vacation weeks may change, or not coincide with each other, but successful bidder(s) will be notified of such changes or incongruities.

GENERAL CONDITIONS:

1. The WSWSU Board is offering contractors the opportunity to bid on Student Transportation, to and from school, to serve the following member schools: Readsboro School District for two (2) school years, 2027-28 and 2028-29 .

2. All bids must be submitted on the official forms (attached hereto), sealed, labeled "Sealed Transportation Bid "Readsboro" and delivered to the Office of the Superintendent of Schools, 1 School Street, Wilmington, VT 05363, or emailed to WSWSU Operations and Facilities Coordinator, buildingops@wswsu49.org by 3:00 pm. Any bids not meeting these requirements will be refused. Bids will be opened and read aloud at the School Board meeting. Bids will be shared via email after opening/reading to interested parties or a meeting can be scheduled if interest arises.

3. Awarding of the contract(s) will be on or before January 15, 2027

4. No bid shall be withdrawn from the date of submission.

5. The successful bidder will appoint a qualified supervisor who will have general and overall supervision of the buses operating under the contract. Said must be available to the Supervisory Union or their representative at all times during school hours, before school hours and after school hours.

6. The Windham Southwest Supervisory Union schools are scheduled to operate for, and all eligible children may be provided full or partial transportation to and from designated schools for no more than one hundred seventy-five (175) days as approved by the WSWSU Board. The WSWSU Board reserves the right to cancel scheduled school days because of weather, epidemics, or other emergencies and to change the school calendar as necessary during the school year.

7. Should any prospective bidder desire clarification or interpretation of any Items in the advertisement, invitation to bid, general conditions and/or specifications, the bidder shall request such, in writing, from the WSWSU Operations and Facilities Coordinator, buildingops@wswsu49.org, WSWSU, 1 School Street, Wilmington, VT 05363.

8. Automobile and general liability insurance shall be carried by the contractor during the life of the Agreement in the amount of three million dollars ($3,000,000) per occurrence. The insurance may be arranged under a single policy or by a combination of an underlying policy with the balance provided by an Excess or Umbrella policy.

Such policy will name the WSWSU as additional insurance and a certificate of such insurance must be received by the Operations & Facilities Coordinator before August 1, 2027 . The contractor will immediately notify the WSWSU if the contractor receives any notice from the insurance company or companies providing such insurance coverage that such company or companies intends to cancel any part of such insurance; such notice shall be in addition to any obligation of the insurance company or companies to notify the Supervisory Union and School Districts as additional insured.

The contractor shall agree to hold harmless the WSWSU and any of the School Districts' officials, elected or otherwise, and its employees from claims for damages, including legal expenses, for property damage and/or personal injuries, and/or bodily injuries, including death, which may arise from or out of the operation hereunder.

9. The contractor shall maintain Workers Compensation insurance for all employees engaged in the transportation of students. All bus drivers and other personnel engaged In the transportation activities set forth in the Agreement are the employees of the contractor. The contractor will immediately notify the Supervisory Union and School District if the contractor receives any notice from the insurance company or companies providing such insurance coverage that such company or companies intends to cancel any part of such insurance; such notice shall be in addition to any obligation of the insurance company or companies to notify the Supervisory Union and School Districts as additional insured.

10. The Supervisory Union and School Districts shall pay the successful bidder for transportation services on a monthly basis on or about the 15th of each month. Payments will be made over a ten (10) month period starting in September and ending in June.

11. The competency, responsibility, experience, reputation, and financial standing of the bidders will be considered in making the award. The WSWSU Board reserves the right to reject any or all bids, wholly or in part, to waive any informality therein, to accept any bid even though it may not be the lowest bid, and to make award which in its sole and absolute judgment will best serve the Supervisory Union and School Districts' interests. Bidders shall provide bid specifications, and any exceptions must be noted.

12. In addition to any other rights the WSWSU may have, the WSWSU shall have the right to declare the contractor in default if (a) the contractor becomes insolvent; (b) the contractor makes an assignment for the benefit of creditors; (c) a voluntary or involuntary petition in bankruptcy is filed by or against the contractor.

13. The contract may be terminated by the WSWSU for unsatisfactory performance of this contract or if conditions arise making transportation of pupils unnecessary. In instances of unsatisfactory performance, the WSWSU Board shall give written notice to the contractor citing the unsatisfactory performance and giving the contractor fourteen (14) days to improve its performance to the satisfaction of the WSWSU. If the performance of the contractor does not improve to the satisfaction of the WSWSU, within the fourteen (14) day period, the WSWSU may terminate this contract by providing written notice to the contractor, notifying it of final termination fourteen (14) days from the date of receipt of said notice. If conditions arise making transportation of School District pupils unnecessary, the WSWSU shall give the contractor fourteen (14) days written notice of the final termination.

14. After termination of this contract, the WSWSU may employ another contractor to complete the terms of this agreement, and, in the case of termination for unsatisfactory performance, hold the contractor herein responsible for any extra or added expense, loans, or damages suffered by the Supervisory Union and School Districts.

15. The contractor will be required to indemnify the Supervisory Union and School Districts for any loss that they may sustain from any cause arising out of the performance or lack of performance of this agreement by the contractor.

16. Bidders will submit one (1) original bid and one (1) copy. All proposals must be on the forms provided and signed by the individual, partnership or corporation making the same; when made by a corporation, proposals must be signed by the officers thereof authorized to bind it by contract and be accompanied by a copy, under seal, of their authority to sign. Additional pages may be attached, dated, and signed by an authorized representative of the contractor, if additional space is required to provide a complete response.

SECTION - II

ROUTES AND SCHEDULES:

The Supervisory Union and School District consider route optimization to be of the utmost importance.

I. The contractor shall prepare a bus transportation schedule including routes, scheduling and student pickup lists in the most efficient manner beginning in the first year of the contract, utilizing the least mileage traveled, the shortest ride time for the students, and the least number of buses. A copy of the present routes is available for examination by bidders (attached). Route optimization is to be completed and is to be presented to the Superintendents of Schools, Business Manager, and Operations Coordinator no later than August 1, 2027 . The WSWSU reserves the right to make changes In the bus routes as the Superintendent determines to be in the best interest of the School District. Final determination of schedules and routes shall be vested in the Superintendent.

2. The contractor will maintain routes and time schedules as set forth above and will give prompt notice to the Superintendent if any difficulty develops. Changes in the bus routes or time schedules will be made only when properly authorized by the Superintendent. If changes to routes or times require the contractor to incur additional costs a modification to the contract shall be mutually agreed to. The first

priority of the contractor shall be the routine daily transportation of students to and from school. Field trips or other special trips taken by the buses shall not interfere with the regular bus schedule.

3. Bidders must satisfy themselves by personal investigation of the area served, by study of the opening and closing schedules, and by study of enrollment statistics as to the length and number of runs necessary and the equipment and personnel needed to supply the transportation called for in the specifications. Contractor must be willing to share the route analysis with the Superintendent to assure ride time for all students is acceptable.

4. Contractor agrees to review all routes on an annual basis to maximize efficient use of buses while minimizing length of run for students.

5. Field trips are scheduled for the most part during school hours. There may be occasions where certain trips will run beyond the normal school day.

6. Athletic Events: Athletic events are scheduled for the most part during school hours. There may be occasions where certain trips will run beyond the normal school day.

7. Routes will be assigned a regular driver. These route assignments will take precedence over assignments to charters and special assignments.

SECTION - III

BUSES:

1. All vehicles provided by the successful bidder shall comply in every respect with all local, Vermont State and Federal Laws, regulations and ordinances applicable and pertaining to the transportation of pupils in effect at the commencement of the contract period and promulgated during the life of the contract period.

2. Please submit an equipment list with your bid.

3. The successful bidder shall provide a minimum of one (1) spare bus which meets the conditions of Section III, Paragraphs 1, 2 and 3.

4, In addition to the regular buses and the spare buses to be provided, the successful bidder, when required and requested by the School Board, will, within thirty (30) days, furnish additional buses to meet unforeseen requirements on a temporary basis and within three (3) months furnish additional buses on a non-temporary basis as required that meet the specifications above. Any increase in the number of buses needed shall result in an increase in cost to the WSWSU at the rate established on the bid forms under "amount per day to add buses" line item.

5. All vehicles used under this contract shall be stored at an area provided by the contractor. The contractor shall assume full responsibility and liability therefore.

6. All vehicles must be inspected daily before starting out. Daily inspection will include but not be limited to: brakes, lights, tires, radiator, oil, gas, heaters, and all safety appliances and accessories. Records of such inspections shall be maintained, and further, odometer readings shall be recorded in the morning and afternoon of each working day. These records shall be made available to the WSWSU Superintendent on demand. All vehicle handrails and touch surfaces must be disinfected daily, after normal cleaning procedure.

7. A regular schedule for servicing all vehicles shall be maintained and shall include but not be limited to: oil, grease, tires, battery, brakes, and all safety appliances and accessories. All contractual services, maintenance, and operational labor, etc., shall be the responsibility of the contractor. The WSWSU reserves the right to review maintenance records.

8. Buses shall not be operated at an excessive speed, but always in a prudent and reasonable manner, with due regard for the safety and welfare of the pupils transported and must at all times comply with Federal, State, and Local laws and regulations.

9. When traveling on school grounds, buses shall follow the traffic patterns established by the Superintendent. All buses shall observe a "no idling" rule.

10. All vehicles supplied by the contractor shall be equipped and maintained in accordance with applicable Vermont State Statutes and regulations of the Vermont Department of Motor Vehicles and the Department of Safety, now in force or hereafter adopted or promulgated and shall conform with all rules and regulations now in force or from time to time adopted and approved by the Vermont State Board of Education and/or the WSWSU. They shall be subject to the customary inspections conducted by the State Motor Vehicle Department each year for school buses with copies of the inspection to be forwarded to the Superintendent of Schools.

11. Each bus shall be equipped with a communications device, provided by the contractor for communication purposes, which shall be capable of two-way communication to designated supervisor and or school. Buses with functioning video cameras with audio capabilities are preferred. Recorded digital information must be available within 8 hours of a request from the Superintendent or designee.

12. Buses equipped with drop chains are preferred.

SECTION - IV

DRIVERS - BUS OPERATORS:

The successful bidder shall be required to provide bus operators who possess the following qualifications prior to the appointment:

1. All bus operators shall have a Vermont School Bus Certificate.

2. All bus operators shall be a minimum of twenty-one (21) years of age.

3. Bus operators shall submit a certificate of a physical examination annually and otherwise in

keeping with all State of Vermont and Federal regulations and laws.

4. All bus operators shall be careful, courteous, of good health and reputable character, and must be capable of maintaining discipline and good public relations between the students and the public and between the Supervisory Union and School Districts and the public. The Superintendent reserves the right to request the removal of driver(s) and supervisor from routes if not capable of these items.

5. The successful bidder shall be required to furnish the Superintendent of Schools upon request, and on August 1, 2027 thereafter before the employment of other operators or substitute operators, the following information:

a. Name of Operator
b. Residence Address
c. Telephone Number
d. Certificate of Physical Examination
e. Record of Previous Driving Experience
f. Date of school bus license renewal
g. Bus or Route Assignment
h. Evidence that Satisfactory References have been Received and Verified
i. Evidence of Criminal Record Check including fingerprinting
j. VT AHS (Agency of Human Services) child abuse registry check

6. The Superintendent has established guidelines, rules and regulations relating to student conduct and discipline while the pupils are being transported by the contractor. The contractor certifies that it is familiar with such guidelines, rules and regulations and agrees to abide by them, The contractor will be responsible to carry out those guidelines, rules, and regulations. No student may be refused transportation except by order of the Superintendent of Schools or his/her designee.

7. No operator shall allow children to leave the bus except at scheduled stops unless authorized by the Superintendent of Schools or his/her designee.

8. Operators are to remain on the bus at all times when children are aboard; unless relieved by authorization of the bus contractor.

9. Drivers shall abide by all traffic safely requirements per State and Federal law

10. Drivers shall make certain that all children are seated before moving the bus after each bus stop.

11. Bus drivers do not have the authority to refuse any child, who is eligible for transportation, the right to ride a bus and do not have the authority to remove any child from a bus, with the exception of instances when the safety and well-being of others are threatened.

12. All buses and operators must be available on one (1) hour notice for early closing of one or more schools in emergencies and upon one (1) day notice for early closing of school for all staff workshops, in-service meetings, parent conferences, or other activities scheduled in advance.

DUE DATE

APPENDIX A
"BID FORM"
BID SPECIFICATIONS • REGULAR EDUCATION
COST STATEMENT for School Year 2027/28 & 2028/29

SERVICE	Readsboro School District
REGULAR ROUTES	
COST PER DAY PER BUS	
YEARLY TOTAL FOR BUS (175 Days)	
COST PER DAY TO ADD BUS	
FIELD TRIPS	
COST PER MILE PER BUS	
COST/HOUR CONTINUOUS WAIT TIME	
MINIMUM CHARGE/IN DISTRICT	
MINIMUM CHARGE/OUT OF DISTRICT	
ATHLETIC TRIPS	
COST PER MILE PER BUS	
COST/HOUR CONTINUOUS WAIT TIME	
MINIMUM CHARGE/IN Distr.	
MINIMUM CHARGE/OUT Distr.	

BIDDING COMPANY

ADDRESS
OFFICERS NAME

Signature Title Date

READSBORO SCHOOL DISTRICT

301 Phelps Lane
Readsboro, VT 05350

Phone: 802-464-1300
Fax: 802-464-1303

Bus Schedule for the 2026-27 School Year

MORNING P/U High School (North Adams):

6:45 | 7100 VT 100 **(Gazebo)**
6:46 | 6850 Main Street **(Park & Ride)**
6:49 | 3814 VT 100
6:51 | 3184 VT 100 **(Bailey Hill)**
6:56 | 2045 VT 100
6:57 | 1955 VT 100
6:58 | 1603 VT 100
6:59 | 1200 VT 100
7:00 | 1100 VT 100 **(Rue Madeline)**
7:01 | 850 VT 100 **(Alpenwald)**
7:14 | 70 Hodges Cross Road, N. Adams **(McCann High School)**
7:15 | 1130 Church Street, N. Adams **(Drury High School)**

AFTERNOON D/O High School:

2:25 | 1130 Church Street, N. Adams **(Drury High School)**
2:48 | 850 VT 100 **(Alpenwald)**
2:49 | 1100 VT 100 **(Rue Madeline)**
2:50 | 1200 VT 100
2:51 | 1603 VT 100
2:52 | 1955 VT 100
2:53 | 2045 VT 100
2:58 | 3184 VT 100 **(Bailey Hill)**
3:00 | 3814 VT 100
3:03 | 6850 Main Street **(Park & Ride)**
3:04 | 7100 VT 100 **(Gazebo)**

MORNING PICK UP Elementary:

7:45 | 7100 VT 100 **(Gazebo)**
7:46 | 6999 Main Street
7:47 | 6850 Main Street **(Park & Ride)**
8:02 | 3184 VT 100 **(Bailey Hill)**
8:06 | 1100 VT 100 **(Rue Madeline)**
8:07 | 850 VT 100 **(Alpenwald)**
8:17 | 986 Main Road, Stamford **(Stamford Elementary)**

AFTERNOON DROP OFF Elementary:

3:20 | 986 Main Road, Stamford **(Stamford Elementary)**
3:28 | 850 VT 100 **(Alpenwald)**
3:29 | 1100 VT 100 **(Rue Madeline)**
3:34 | 3184 VT 100 **(Bailey Hill)**
3:47 | 6850 Main Street **(Park & Ride)**
3:48 | 6999 Main Street
3:49 | 7100 VT 100 **(Gazebo)**
3:50 | 301 Phelps Lane **(Readsboro Library)**

*Bus arrival times may fluctuate. Please allow at least 5 minutes either way. For students getting picked up/dropped off at the gazebo, the Readsboro Inn may be utilized while construction continues on the bridge.

Cindy Florence, Board Chair
cflorence@readsborocentralschool.net

Helyn Strom-Henriksen, Vice Chair
hstrom-henriksen@readsborocentralschool.net

James Irace, Board Member
jirace@readsborocentralschool.net